

**PLEASE POST**

# TOHONO O'ODHAM NATION

## HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Phone: (520) 383-6540 ~ Fax: (520) 383-4676

Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - October 26, 2015

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2016 Salary</u>
<b>Executive</b>					
4332	Gaming - Site: Tucson	Gaming Inspection Project Assistant	<b>CR</b>	9/8/2015	\$ 21.61
4351	Gaming - Site: Why	Gaming Inspector	<b>CR</b>	9/14/2015	\$ 19.58
4546	Executive Office	Office Specialist	<b>CR, CL, Re-Advertised</b>	10/26/2015	\$ 12.87
<b>General Support Services</b>					
4517	Accounting	Inventory Specialist	<b>NEW</b>	10/26/2015	\$ 14.20
<b>Justice Programs</b>					
4545	Advocate	Office Specialist	<b>CR,CL</b>	10/6/2015	\$ 12.87
<b>Membership Services</b>					
4506	Enrollment	Enrollment Specialist	<b>CR</b>	10/06/2015	\$ 11.66
<b>Department of Health and Human Services</b>					
4567	Cancer Program	Health Education Specialist	<b>CL</b>	6/15/2015	\$ 40,729.00
4568	Community Health - WIC	Nutrition Specialist	<b>CL</b>	10/19/2015	\$ 18.64
4621	Behavioral Health	Treatment Coordinator		6/1/2015	\$ 49,624.00
4635	Behavioral Health	Counselor, Senior		10/19/2015	\$ 22.15
4636	Senior Services	Resource/Activities Coordinator		9/14/2015	\$ 16.88
4640	Child Welfare	Case Manager	<b>NEW</b>	10/26/2015	\$ 48,414.00
<b>Department of Education</b>					
4582	Johnson O'Malley	Program Coordinator		10/12/2015	\$ 41,747.00
<b>Department of Natural Resources</b>					
4501	Administration	Natural Resources Technician		7/27/2015	\$ 21.09
4502	Solid Waste Management	Equipment Operator Driver II	<b>CL</b>	10/6/2015	\$ 18.18
4548	Solid Waste Management	Office Manager		10/12/2015	\$ 48,414.00
4560	Range Conservation	Heavy Equipment Mechanic		8/31/2015	\$ 20.08
4504	Livestock	Livestock Brand Inspector	<b>Correction</b>	10/6/2015	\$ 15.68
4500	Rodeo & Fair	Rodeo and Fair Coordinator	<b>Re-Advertised</b>	10/26/2015	\$ 21.09
<b>Department of Planning and Economic Development</b>					
4507	Administration	Planner		7/13/2015	\$ 21.61
<b>Department of Water Resources</b>					
4511	Water Resources	Field Supervisor		6/22/2015	\$ 54,776.00
4512	Water Resources	Hydrology Technician	<b>CL</b>	8/17/2015	\$ 22.71
<b>Department of Public Safety</b>					
4633	Law Enforcement	Police Records Clerk	<b>CR,CL</b>	10/19/2015	\$ 14.21
4636	Law Enforcement	Records Clerk, Senior	<b>CR</b>	10/19/2015	\$ 18.18

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## DESERT DIAMOND WEST VALLEY RESORT LOCATION: GLENDALE, ARIZONA

The Tohono O'odham Nation Police Department is only accepting applications from candidates who are current Arizona police officers or from candidates who possess an active Arizona POST certification.

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2016 Salary
Department of Public Safety					
4607	Law Enforcement - Site: West Valley	Police Officer (9 Vacancies)	<b>Lateral</b>	6/22/2015	\$ 24.45
4616	Law Enforcement - Site: West Valley	Police Lieutenant		9/28/2015	\$ 75,509.00

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)  
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any positions, except Receptionist.

### FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**  
If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

Clerical test results must be submitted with your application packet, to be considered "complete".

**IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!**

### **APPLYING FOR POSITIONS**

**HOW TO APPLY:** Submit the following on or before the closing date: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record, and clerical results, if required, to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

**Indian Preference** and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

### **OPEN CONTINUOUS RECRUITMENT**

DEPARTMENT	POSITION (S)	CLOSING DATE
Police Department	Police Officer (Recruit & Lateral)	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Fire Department	Firefighter (CL)	Open Continuous

## OTHER EMPLOYER'S RECRUITMENT

### Intermountain Centers for Human Development

**Positions - Site: Sells**

**Counselor II/Therapist**

**Recovery Coach**

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.

### Pima County Recorders' Office

**7010 - Clerk Senior Unclassified**

Must be able to speak, or at minimum understand, the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation. The successful candidate for this position is also required to be a registered voter in Pima County. Information on how to apply is located at: <http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=2883> or contact Kim Challender at (520) 724-4357.

### **Community Development Financial Institution of the Tohono O'odham Nation**

**P O Box 3130**

**Sells AZ 85634**

**(520) 383-0790**

**Job Title: HUD Section 184 Loan Officer**

**Closing Date: Open Till Filled**

**Pay: Starting Salary \$40,000.00/DOE**

**Job Title: Finance/Compliance Manager**

**Closing Date: October 28, 2015**

**Pay: Starting Salary \$40,000.00/DOE**

[All complete applications should be submitted to the CDFI Office for processing by closing date to be considered for position](#)

**ResCare HomeCare Tucson**

**4750 N Oracle Rd. #114**

**Tucson AZ 85705**

**Contact Sarah Gomez, Branch Manager**

**Office: (520) 323-4393**

**(FT) Customer Service Supervisor - Tucson**

[Must be able to speak, or at a minimum understand the Tohono O'odham language, understand the Nation's culture and be a registered member of the Tohono O'odham Nation.](#)



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4546**

P.O. BOX 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4676

**JOB ANNOUNCEMENT**

**Re-Advertised**

**JOB TITLE: OFFICE SPECIALIST**

**SALARY: \$11.10 - \$12.87\* PER HOUR, PLUS BENEFITS**

**OPENING DATE: October 26, 2015**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. \*This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Non-Exempt

**DEPARTMENT:** Executive Office

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

**SCOPE OF WORK:** To provide secretarial assistance to the Chairman and Vice Chairman, office manager, and/or administrative assistants while exercising superior customer service for internal and external customers.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.
- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**



# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 • PHONE: (520) 383-6540 • FAX: (520) 383-4676

## JOB ANNOUNCEMENT

JOB TITLE: **INVENTORY SPECIALIST**  
SALARY: **\$14.20 PER HOUR, PLUS BENEFITS**

OPENING DATE: **October 26, 2015**

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: GSS/**Accounting**

JOB LOCATION: **Sells, AZ**

**POSITION SUMMARY:** Under general supervision, maintains accurate records of the quantity, type and value of supplies; prepares journal entries, monthly and year end closings, and fixed asset maintenance and general ledger reconciliations in accordance with the Tohono O'odham Nation's applicable policies and procedures. Occasionally operates a forklift.

**SCOPE OF WORK:** To maintain an accurate, effective and efficient inventory system while exercising superior customer service for internal and external customers.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma, and three years' work experience in inventory, administrative, or warehouse, to include computerized inventory and accounting Systems; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain Forklift certification within six months of hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

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**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

**4640**

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**JOB ANNOUNCEMENT**

**JOB TITLE: CASE MANAGER**  
**SALARY: \$48,414.00, PLUS BENEFITS**

**OPENING DATE: October 26, 2015**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Exempt

**DEPARTMENT:** Health & Human Services/Child Welfare

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under limited supervision, accesses, plans, and implements services and resources that include approved activities which best meet the needs of the clients, based on the programs goals and objectives.

**SCOPE OF WORK:** Provide child protection and family preservation to promote safe and stable families.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Social Work or closely related field and one year work experience in a social services setting or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

**—AND—**

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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**4500**

**JOB ANNOUNCEMENT**

**JOB TITLE: RODEO AND FAIR COORDINATOR**

**SALARY: \$21.09 PER HOUR, PLUS BENEFITS**

**OPENING DATE: October 26, 2015**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Natural Resources/Rodeo & Fair**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, accomplishes the program objectives by effectively coordinating, planning, organizing and supervising all functions required to coordinate and operate the Tohono O'odham Nation's (Nation) annual Rodeo and Fair activities and services.

**MINIMUM QUALIFICATIONS:**

- Associate's Degree in Event Planning, business management, or closely related field and four years' work experience in coordinating rodeo and fair programs, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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**4504**

**JOB ANNOUNCEMENT**

**JOB TITLE: LIVESTOCK BRAND INSPECTOR**  
**SALARY: \$15.68 PER HOUR, PLUS BENEFITS**

**OPENING DATE: October 06, 2015**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Natural Resources/Livestock**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under limited supervision, inspects brand marks on livestock prior to transportation off the Tohono O'odham reservation to the auction.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and four years' experience working with livestock, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must possess and maintain a valid Arizona driver's license, (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
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